



GOVERNOR'S WORKFORCE INVESTMENT BOARD
500 E. Third Street, Room 200
Carson City, Nevada 89713
Telephone (775) 684-3911 * Fax (775) 684-3908

MEETING MINUTES
Governor's Workforce Investment Board (GWIB)
Logistics and Operations Sector Council
Friday, May 17, 2013
1:00 p.m.

This meeting was conducted in person, via videoconference and by telephone conference call. Members of the public were invited to observe this meeting and provide comment at the physical addresses or by calling the number and access code listed below. Some members of this Council may have attended the meeting in person, via videoconference or by telephone conference call.

Place of Meeting:

Reno Job Connect
Reno Town Mall Conference Room
4001 South Virginia Street
Reno, NV 89502

Department of Employment, Training & Rehabilitation
2800 East St. Louis Avenue, Conference Rooms A, B & C
Las Vegas, NV

1-877-810-9415
Access Code 7521358#

Council Members Present: Travis Brady, Patricia Falvey, Carol Poindexter attended on behalf of Bramby Tollen, Dr. Michael Spangler.

Council Members Absent: Krys Bart, Hannah Brown (excused), Andrew Katz, Commissioner Bob Kershaw, Scott Machabee, Dennis Obregon (excused), Dave Simonsen, Perry Ursem.

Ex-officio Members Present: Jeannie Kuennen (Workforce Connections), Marilou Parayno (Nevadaworks).

Ex-officio Members Absent: None.

DETR WSU Staff Present: Earl McDowell, Derita Hopkins, Ansara Martino, Tatjana VuKovic, Odalys Carmona.

Others Present: Cloyd Phillips (CSA).

**Please note that all attendees may not be listed above.*

- I. Welcome, Introductions and New Members.....Earl McDowell
Deputy Administrator, Workforce Solutions Unit
Department of Employment, Training and Rehabilitation (DETR)

The Acting Chair of this Council, Earl McDowell, called the meeting to order at 1:05 p.m., welcomed everyone and thanked them for attending this meeting. He then asked Derita Hopkins, Administrative Assistant for DETR’s Workforce Solutions Unit, to call roll.

- II. Roll call and Establishment of a Quorum Derita Hopkins, Administrative Assistant
Workforce Solutions Unit, DETR

Derita Hopkins called roll and informed Mr. McDowell that a quorum was not present.

- III. Verification of Posting.....Derita Hopkins

Earl McDowell asked for Derita Hopkins to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Hopkins verified that the agenda was posted according to NRS 241.020.

- IV. **First Public Comment Session**Earl McDowell
Members of the public will be invited to speak before; however, no action may be taken on a matter during public comment until the matter itself has been included on an agenda as an item for possible action. Public comment may be limited to three minutes per person at the discretion of the chairperson.

When Earl McDowell announced the First Public Comment Session and invited members of the public to speak, no comments were made. Hearing no comment, he then turned to the next Agenda Item V.

- V. **For Possible Action** – Approval of April 19, 2013 MinutesEarl McDowell

A quorum was not established when roll was called; therefore, Earl McDowell tabled the approval of the April 19, 2013 Meeting Minutes for next scheduled meeting.

- VI. **For Possible Action** – Approval of March 13, 2013 MinutesEarl McDowell

Mr. McDowell also tabled the approval of the March 13, 2013 Meeting Minutes for next scheduled meeting agenda due to the lack of quorum at today’s meeting.

- VII. **Discussion** – Nevada JobConnect Stephen Settembre
Business Services Representative, Nevada JobConnect

Earl McDowell introduced Stephen Settembre, Business Services Representative for Nevada JobConnect, to the Council and invited him to give a brief presentation of the Nevada JobConnect programs. Mr. Settembre began by providing an overview of some of the services offered by Nevada JobConnect and he explained that Nevada JobConnect matches qualified candidates with local businesses, serving as a labor exchange for the state of Nevada. He then informed the Council that they have a total of ten offices statewide, with three of the offices located in the Southern Nevada area of Las Vegas, Henderson and North Las Vegas. He told the Council that businesses seeking qualified candidates can submit their job openings to the Nevada JobConnect office and Nevada JobConnect will list the job openings at all locations, as well as post the opening on their website. In addition, he noted that the Nevada JobConnect has trained staff that will pre-screen applicants and can provide private spaces for new businesses to

interview applicants or large spaces for mass recruitments. He explained that the Nevada JobConnect offices are funded through the Department of Labor and all services are provided to local businesses at no cost. He also explained that Nevada JobConnect has special staff dedicated to assist newly discharged Veterans with job placement and help to prepare them for civilian employment. He explained that employers could receive the Work Opportunity Tax Credit, which will allow them an incentive of \$2,400 to \$9,600 based on certain criteria. He mentioned that Nevada JobConnect's Silver State Works program has three incentive programs to assist employers and he explained the characteristics and differences of each: (1) Employer-Based Training Incentive; (2) the Employer Incentive Program; and (3) Incentive-Based Employment. He advised the Council that all paperwork for their incentive programs must be completed prior to any candidate's start date of work.

VIII. **For Possible Action** – Review of Required Skill Sets and CertificationTatjana Vukovic
Management Analyst, Workforce Solutions Unit, DETR

Earl McDowell recommended for this agenda item be tabled for the next scheduled meeting.

IX. **For Possible Action** – Development of 2013 Strategic PlanEarl McDowell

Earl McDowell reviewed the GWIB Logistics and Operations Sector Council 2013 Strategic Plan template and explained its design, goals and layout. He then provided a review of Objectives 1 through 8 in the template. It was announced that Council member Patricia Falvey has volunteered to Chair this Council's Strategic Plan Subcommittee. Then Council members made the following suggestions for their 2013 Strategic Plan:

- Objective #1, "Maintain communication with the Governor's Office of Economic Development to determine the workforce training needs of companies moving to or expanding in the State of Nevada." Earl McDowell explained that each GWIB Industry Sector Council is mandated by legislation to have a Governor's Office of Economic Development Industry Specialist as a member; however, one has not yet been hired for the logistics and operations industry. Mr. McDowell said that he will assume the responsibility of completing this objective until an individual has been hired.
- Objective #2, "Identify the critical jobs, skills and competencies needed by the workforce for the industry sector and Objective #3, "Map the talent pipeline for the sector and identify where the talent needed will come from now..." Tessa Rognier (Economist with DETR's Bureau of Research and Analysis), Tatjana Vukovic (Management Analyst for DETR's Workforce Solutions Unit) and Council member Dr. Michael Spangler volunteered to work on this objective.
- Objective #4, "Analyze and apply workforce intelligence to recommend sector-wide strategies to improve the talent pipeline." This objective was assigned to Council member Patricia Falvey to complete.
- Objective #5, "Review and recommend workforce development funded training curriculum, activities and credential certifications ..." This objective was assigned to Tatjana Vukovic to complete.
- Objectives #6, "Identify and apply for the federal funding available for job training and education programs" Earl McDowell recommended for Ansara Martino (Grants and Policy Analyst with DETR's Workforce Solutions Unit) to assist with completion of this objective.
- Objective #7, "Generate public and private resources (including, but not limited to, grants) to support the sector's work and projects." Earl McDowell informed the Council that DETR has allocated funds to assist with this objective and DETR staff that will provide support with completing this objective.
- Objective #8, "Report to the Governor's Workforce Investment Board (GWIB) the findings of the council..." This objective will be assigned to the future Chair of this Council as their responsibility. Mr. McDowell explained that this entails providing a general report to the GWIB

on the recommendations, suggestions and funding requests for the GWIB Logistics and Operations Sector Council.

A copy of the GWIB Logistics and Operations Sector Council 2013 Strategic Plan template can be viewed at the following link: [..\Sector Council Strategic Plan Form Template for Logistics and Operations 3-15-13.doc](#)

Earl McDowell also provided a brief summary of the Chair and Vice-Chair roles and responsibilities and suggested for the council members to volunteer for leadership positions. He then encouraged the members to submit nominations for new members.

X. **Discussion** – New Business and/or Future Agenda ItemsEarl McDowell

Suggestions for future agenda items consisted of:

- Approval of the March 13, 2013 Meeting Minutes to be added to next meeting’s agenda.
- Approval of the April 19, 2013 Meeting Minutes to be added to next meeting’s agenda.
- Earl McDowell suggested adding the development of the 2013 Strategic Plan Update to the future meeting agenda.
- Earl McDowell recommended for Tatjana Vukovic to present a review of required skill sets and certifications for the Logistics and Operations industry sector.
- One Council member asked for future meeting dates not to be held on a Monday morning and asked that a list of meeting dates be circulated for members to agree for future Council meetings.
- It was suggested that members be sent a survey for them to provide insight on the workforce development need in Nevada’s logistics and operations industry. The survey will be sent prior to the next meeting and then the results will be discussed at the next meeting.

XI. Next meeting will be held on Wednesday, July 24, 2013 at 9:00 a.m.Earl McDowell

It was agreed by the Council that the next GWIB Logistics and Operations Sector Council meeting will be held on Wednesday, July 24, 2013 at 9:00 a.m.

XII. **Second Public Comment Session**Earl McDowell

Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name. Public Comment may be limited to three minutes per person at the discretion of the chairperson.

Earl McDowell announced the Second Public Comment Session and invited members of the public to speak. Hearing no public comments, he turned to Agenda Item XIII.

XIII. AdjournmentEarl McDowell

The meeting was adjourned at 1:35 p.m.

Agenda items may be taken out of order, combined for consideration by the public body, and/or pulled or removed from the agenda at any time. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

GOVERNOR’S WORKFORCE INVESTMENT BOARD
LOGISTICS AND OPERATIONS SECTOR COUNCIL

Krys Bart, Travis Brady, Hannah Brown, Patricia Falvey, Andrew Katz, Commissioner Bob Kershaw, Scott Machabee, Dennis Obregon, Dave Simonsen, Dr. Michael Spangler, Bramby Tollen and Perry Ursem.

Notice: *Persons with disabilities who require special accommodations or assistance at the meeting should notify Derita Hopkins, DETR, Workforce Solutions Unit, between the hours of 8:00 a.m. through 5:00 p.m., in writing at 2800 E. St. Louis., Las Vegas, Nevada 89104; or call (702) 486-0523; or fax (702) 486-6426 on or before the close of business Thursday, April 18, 2013.*

Notice of this meeting was posted at the following locations on or before 9:00 a.m. on the third working day before the meeting: DETR, 2800 E. St. Louis, Las Vegas, NV; DETR, 500 East Third St., Carson City, NV; DETR, 1325 Corporate Blvd., Reno NV; NEVADA JOBCONNECT, 3405 S. Maryland Parkway, Las Vegas, NV; NEVADA JOBCONNECT, 119 Water St., Henderson, NV; NEVADA JOBCONNECT, 2827 N. Las Vegas Blvd., North Las Vegas, NV; NEVADA JOBCONNECT, 1929 N. Carson St., Carson City, NV; NEVADA JOBCONNECT, 172 Sixth St., Elko, NV; NEVADA JOBCONNECT, 480 Campton St., Ely, NV; NEVADA JOBCONNECT, 121 Industrial Way, Fallon, NV; NEVADA JOBCONNECT, 475 W. Haskell, #1, Winnemucca, NV; NEVADA JOBCONNECT, 4001 S. Virginia St., Suite G, Reno, NV; NEVADA JOBCONNECT, 1675 E. Prater Way, Suite 103, Sparks, NV; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; NEVADAWORKS 6490 S. McCarran Blvd., Building A, Unit 1., Reno, NV; WORKFORCE CONNECTIONS, 7251 W. Lake Mead Blvd., Las Vegas, NV. This agenda was also posted on DETR's Web site at www.nvdetr.org. In addition, the agenda was mailed or e-mailed to groups and individuals as requested.

DRAFT